

## Application for Peer Review

This application process is the same for all individuals, regardless of whether they are seeking *initial licensure* or an *additional endorsement*.

In order to be considered for Peer Review all prospective applicants must hold a minimum of a baccalaureate degree with a 3.0 average. Some endorsements also require a specified advanced degree, or major in a content area. Applicants who did not attain a 3.0 average may also be considered for acceptance into the Peer Review program by first passing the Praxis CORE Academic Skills Test.

If you meet the basic requirements, you should first read the [Peer Review Handbook](#) and the requirements and competencies of the license and/or endorsement you seek. If after doing so you are reasonably certain that you meet the requirements and competencies, begin the application process by sending the following to the Peer Review Program, Educator Quality Division, Vermont Agency of Education, 219 North Main Street, Suite 402, Barre, VT 05641. \*\*

### Contacting the Licensing Office:

**E-mail:** [AOE.LicensingInfo@state.vt.us](mailto:AOE.LicensingInfo@state.vt.us)

**Mail to:** Office of Educator Licensing  
Vermont Agency of Education  
219 North Main St., Suite 402  
Barre, Vermont 05641

**Web page:** [education.vermont.gov/licensing](http://education.vermont.gov/licensing)

### Call the Licensing Help Line:

Telephone: (802) 479 - 1700  
Fax: (802) 479 - 4313

Monday through Friday  
8:00 AM – 4:30 PM

### Steps for completing this application

**BEFORE** you begin completing this application you will need to have

- 1) Official College transcripts either in sealed envelopes or sent directly to the AOE via the [AOE.LicensingInfo@state.vt.us](mailto:AOE.LicensingInfo@state.vt.us) email.
- 2) Verification of Bachelor Degree
- 3) A Resume

*Incomplete applications will be returned to the applicant unprocessed minus the \$40.00 non-refundable processing fee.*

REQUIRED MATERIALS: For your application to be accepted **you must** include the following materials:

- ☐ A non-refundable check for \$40 payable to the *Vermont Agency of Education*
- ☐ Peer Review Application
- ☐ An official copy of transcripts for undergraduate and graduate (if applicable) with date conferred indicated
- ☐ Official copy of passing Praxis CORE score report, if you did not attain a 3.0 in your baccalaureate degree program
- ☐ A current resume

**\*\*Once accepted, you may register in the Vermont Online Licensing System for Educators. Existing users of the Vermont Online Licensing System for Educators may register at: <https://alis.edlicensing.vermont.gov/Registration.aspx>. When you register, please include a current **email address that you check frequently**.**

To help facilitate the Agency's service to you, it is **your responsibility** to update your personal information in the online system anytime it changes. The email address on record will be used to communicate information about this application as it is processed beginning with an email receipt verifying the Agency has received this application.

- If you would like a mailed receipt as well, please include a self-addressed stamped postcard with your application. It will be date-stamped to verify receipt and returned to you.
- **If you would like** your official college transcripts or test scores reports returned to you after processing, please [complete this form](#). If not, these materials will be scanned into your record and shredded once processing is complete.



Office of Licensing and Professional Standards  
219 North Main Street, Suite 402  
Barre, VT 05641

**\*\*OFFICE USE Jan. 2015\*\***

## Application for the Peer Review Program

**Please type or print clearly. This application will become a permanent document in your file.  
You will receive an email response when your application has been reviewed.  
Processing time: 4-6 weeks**

Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Social Security #: \_\_\_\_/\_\_\_\_/\_\_\_\_ Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Seeking Initial License (circle one): YES or NO

Endorsement Seeking: (Refer to the [Endorsement Codes](#)) \_\_\_\_\_ Instructional Level \_\_\_\_\_

Baccalaureate Degree Major: \_\_\_\_\_

In order for the Peer Review program to comply with federal reporting requirements, we ask that you provide us with the following demographic information.

Gender: ☐ Male ☐ Female Are you Hispanic/Latino? ☐ Yes ☐ No ☐ Prefer not to answer

Select one or more from the following to describe your racial background:

- |  |   |
|--|---|
| <input type="radio"/> American Indian/Alaskan Native | <input type="radio"/> Asian                               |
| <input type="radio"/> Black or African American      | <input type="radio"/> Native Hawaiian or Pacific Islander |
| <input type="radio"/> White                          | <input type="radio"/> Prefer not to answer                |

Your application will be reviewed to determine your eligibility for Peer Review. You will receive a letter of eligibility via email informing you of the decision. At that time, you will receive instructions and materials needed to develop your Peer Review Portfolio including:

- A Peer Review Portfolio checklist
- General requirements and basic principles for initial licensure, if applicable
- Competencies for the endorsement area being sought
- Professional Attributes and Disposition Verification form which must be given to your current or a previous supervisor to complete
- Guidelines for Panelists to Evaluate Student Teaching Experience rubric to assist you in understanding how panelists will determine whether or not you have met initial licensure general requirement #3 (student teaching)